

[Insert Agency Logo or Name]

Business Sponsors

[Primary Steward and/or Business Owner]

[Executive Sponsors]

Statewide Contributors and Reviewers:

Enterprise Data Standards Template

Initiator Draft

Version 1.0

Month TBD, 2010

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1. Purpose

These standards establish the [insert data standard] as state data standards for agency systems.

1.1. Statutory Authority

The provisions of RCW 43.105.041 detail the powers and duties of the Information Services Board (ISB), including the authority to develop statewide or interagency information services and technical policies, standards, and procedures.

1.1.1. Business Steward/Sponsor Authority

Example 1: The provisions of RCW 43.19.1980 detail the powers and duties of the Department of General Administration (GA) including that the director of general administration, through the state purchasing and material control director shall 'Provide for a commodity classification system and may, in addition, provide for the adoption of standard specifications.

Example 2: The Office of Financial Management (OFM) is required by the Budget and Accounting Act (RCW 43.88.160) to establish a Generally Accepted Accounting Principles (GAAP)-based accounting system and procedures, as necessary, to provide for accountability of the state's assets and compliance to its laws and regulations.

1.2. Scope

Applicability, compliance, and exemptions

These standards apply to state of Washington executive branch agencies, agencies headed by separately elected officials, and institutions of higher education referred to as “agencies” throughout this document. Academic and research applications at institutions of higher education are exempt.

- Starting [Month TBD, 2010] the [ABC] Data Standards will be used in all new [TBD] management systems.
- Existing systems or those under construction as of [Month TBD, 2010] are not required to comply until significantly redesigned or replaced.

Exemption requests must be submitted to the Department of [TBD] and Department of Information Services Management and Oversight of Strategic Technologies Division and will be forwarded to the Information Services Board or its delegated body of authority for decision.

2. Standards

Agencies shall use [new data standard] for newly designed or redesigned agency [subject area] management systems.

- Agencies shall use the [subject area] Data Dictionary that provides common structure to promote data sharing (See **Appendix A – [Subject Area] Data Dictionary.**)

2.1. Usage and Support

- The Department of [agency name] is the primary business owner.

2.1.1. Download or search

- Agencies shall download the [data standards] and shall check the state Data Registry [quarterly] to ensure they have the latest data standards and update if needed.
- Agencies can search for [insert data standards] via the the state Data Registry and can view or download changes anytime.
- Agencies may download the [insert data standards] set anytime it is updated. [Agency name] updates the code dynamically..

2.1.2. Receive support

- [Agency name] will provide Web-based and direct agency customer support. [Agency name] shall respond within [24 hours.]
- Agencies shall contact [Agency name] to be set up as agency administrators, obtain general assistance, or inquire about custom needs.

3. Governance Processes

3.1.1. Maintain hierarchical structure and commonality

- Agencies shall maintain the [insert data standards] structure.

- Agencies shall not create custom data standards or definitions. [Agency name] is responsible for creating new data standards. [Agency name] shall follow the Enterprise Data Standards Framework that includes multi-agency business and technical participation.

3.1.2. Request a new data standard

- Agencies shall contact [Agency name] to request all data standards. [Agency name] will provide all [insert data standards], including those unique to Washington State.

3.1.3. Receive major updates

- Agencies will receive minor [insert data standards] updates directly from the state Data Registry. The downloadable [insert data standards] is updated dynamically.
- For major updates to the [insert data standards], [Agency name] will follow the the Enterprise Data Standards Framework that includes multi-agency business and technical participation. [Agency name] will notify agencies of major [insert data standards] updates.
- [Agency name] is responsible for updating the Data Dictionary with new [insert data standards] Data Attributes. [Agency name] will work with and notify statewide stakeholders of all Data Dictionary revisions.

3.1.4. Roles and Responsibilities

- [Agency name] as the Business Sponsor will continue to involve statewide administrative and financial agencies such as [partner agencies], Department of Information Services and statewide groups in the governance and major change management process. [Agency name] may request other stakeholder groups to represent statewide data stewards as needed.

4. Document History

Date	Version	Editor	Changes
Month TBD, 2010	1.0		Initial Business Sponsor Draft

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Appendix A – [Subject Area] Data Dictionary - EXAMPLE

Line of Business	Data Attribute (element)	Description (definition)	Data Type (format)	Length	Example (value domain)	Example (code levels)		Comments	XML Namespace	System of Record	Business Owner	Date Modified
Supply Chain Management	Commodity Code	Hierarchical, numerical code assigned to classify each commodity to selected level of detail.	text/ alphanumeric/character	11	62080000000	5-Digits	Class+Item	The dash “–” (without quotes) separates numbers by level for reports, screen views, etc. 620-80-21-000-0	wa:gov:scm:CommodityCode	NIGP	General Administration (GA)	YYYYMMDD
					62080210000	7-Digits	Class+Item+Group					20091008
					62080210354	11-Digits	Class+Item+Group+Detail					
Supply Chain Management	Commodity Code Type	Provides filter value	text/ alphanumeric/character	1	2	5-Digits	Class+Item	Type 1 is allowed for 3-Digit views, searches, etc, yet selected code shall be Type 2,3, or 4 for 5, 7, or 11-Digits	wa:gov:scm:CommodityCodeType	NIGP	General Administration (GA)	YYYYMMDD
					3	7-Digits	Class+Item+Group					20091008
					4	11-Digits	Class+Item+Group+Detail					
Supply Chain Management	Commodity Code Description	Provides description of commodity at selected level of detail	text/ alphanumeric/character	variable	Pens, Ball Point, Retractable, Refillable, All Plastic Barrel W/Metal Pocket Clip Fine Point, Black Ink, 12/Box				wa:gov:scm:CommodityCodeDescription	NIGP	General Administration (GA)	YYYYMMDD 20091008
Supply Chain Management	Commodity Code Unit of Measure	Provides Unit of Measure (UOM)	text/ alphanumeric/character	4	BOX, EA, ROLL, PKG, SHT, FT, SQYD, BAG, DM, LFT, CTN, BTL				wa:gov:scm:CommodityCodeUOM	NIGP	General Administration (GA)	YYYYMMDD 20091008

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